

IATSE Tradeshow Department



COVID-19 RETURN-TO-WORK
HEALTH AND SAFETY GUIDELINES
UPDATED AUGUST 25, 2020

Introduction

The IATSE Tradeshow Department is submitting the following guidelines on behalf of its Tradeshow and Stagecraft Locals throughout the United States and Canada. It is a compilation of relevant protocols that have been designed to ensure the safe return to work for employees and a safe environment for attendees at Conventions and Meetings, Corporate Events, and Exhibitions. Events like these thrive on person-to-person, literally face-to-face engagement. We must now learn to create such events in an era of face masks, physical distancing, and touchless interaction.

Within the Live Events Industry, the spread of Covid-19 must be mitigated at conventions and large meetings. At centers and venues where these events occur, the environments are controlled by limiting participation by invitation and registration. Convention venues can be designed for maximum physical distancing (e.g., wide aisles with one-way traffic, controlled numbers of booths, queues that reduce clustering, assigned entrances), thus safely reducing person-to-person interaction. The facilities they're housed in are already engaging in enhanced cleaning standards in order to provide for the health and safety of patrons and attendees. In addition, technology adaptations are allowing for electronic registration, touchless entry, and other forms of no-contact interaction,

Business events rely heavily on hotels, airlines, and restaurants, all of whom are aligning around medically substantiated health and safety standards that meet or exceed CDC guidelines. PPE can be readily available to everyone upon arrival. Business events are an ecosystem where each participant is reliant on others for their own success, which may ensure compliance and self-policing that may not otherwise be expected.

We have collaborated with industry organizations across the country including the California Convention Center Coalition, Exhibition Services and Contractors Association (ESCA), *Go Live Together!*, and the International Association of Exhibitions and Events (IAEE). Some of our partners have achieved the Global Risk Advisory Council (GBAC) Star™ Accreditation, an international designation, certifying that the protocols elected to maintain a clean and disinfected environment to prevent the spread of Covid-19 meet or exceed CDC standards.

In addition to following these guidelines, our Locals and their employers will adhere to all local, state, provincial, and federal guidelines as they may evolve and will follow the requirements of the Center for Disease Control and Prevention (CDC), OSHA and the Departments or Ministries of Public Health in each local's jurisdiction, state, or province. It is our goal to ensure a safe return to work for all those in the Tradeshow Industry. Our crews can take important steps toward prevention. But venues must take steps to reduce risk to those crew members who interact with the public. This will require the cooperation of our Locals, their employers, their referents and the venues in which they work. Each will follow the reopening guidelines set by local governments. Mandatory training (virtual or in person) will be a key component prior to returning to work.

Joanne M Sanders
International Vice President
Director, Tradeshow Department

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Guiding Principles

We are committed to take the steps necessary to protect the health and safety of our workers and communities, by maintaining safe workplaces. The following principles will guide us:

- The health and safety of the general public and all working crews is our highest priority. Re-opening the industry, and consistently returning to work for the long term are significant components.
- All state, local, provincial, and federal (CDC) public health guidelines will be followed.
- Venues must have a written COVID-19 Prevention and Control Plan in place that specifies necessary policies, practices and procedures. In multi-employer venues there must be a process for coordinating activities related to prevention and control of Covid-19.
- One or more autonomous COVID-19 Compliance Officer(s) (CCO) with specialized training, responsibility, and authority for COVID-19 safety compliance and enforcement of the plan will be in the workplace to address issues as they arise.
- To the extent possible, physical distancing shall be maintained. When physical distancing is impracticable, other risk mitigating measures shall be taken as described later.
- Universal screening for symptoms of COVID-19 and recent close contacts with infected individuals should be implemented for a safe return to work. Regular, periodic testing of crew for COVID-19 may be used to further mitigate risk.
- Appropriate and adequate PPE will be provided to the crew by the employer as necessary. Disposable masks will be replaced each day and reusable masks will be cleaned each day.
- Testing, contact tracing, symptom screening and similar protocols that raise medical questions should be guided by medical and other health professionals with relevant knowledge and experience.
- Infection prevention measures will be developed and applied, including physical distancing at all times when possible, enhanced sanitation (high-touch, wipe down, disinfection of equipment), and hand hygiene (increased access to hand washing stations, alcohol-based hand sanitizer).
- Thorough training on principles of infection prevention, PPE, physical distancing and signs/symptoms of COVID-19 will be provided to all, with role-specific additional training as needed.
- The judgment of Department Heads and their crews, in collaboration with Employer Staff will be considered when structural or logistical changes are made.
- Individual rights under applicable laws intended to protect against discrimination must be respected and safeguarded to support and maintain a non-discriminatory workplace.
- Anyone raising concerns about the adequacy of COVID-19 prevention efforts should be protected from retaliation and discrimination.
- Adequate staffing and space for physical distancing is essential for an effective Covid-19 Prevention and Control Plan.
- Resuming production during this time may be highly stressful and cause anxiety. The following resources should be made available to support the workers' wellness:
 - Emotional support hotline
 - Telemedical health and behavioral health resources
 - Mindfulness training; and
 - Provision of online tools and resources.
- Paid Leave Policies
 - Assurance of paid leave and income retention if sick or exposed is a critical component of an effective COVID-safety plan.
 - Sick and/or quarantined employees must stay away from co-workers and the general public. These paid leave policies will be implemented to encourage compliance with infection prevention guidelines.

Prior to Return to Work

Covid-19 Prevention and Control Plan.

Prior to an event being scheduled the Venue, General Contractor, and/or Show Manager will prepare a written COVID-19 Prevention and Control Plan that is coordinated with any existing basic occupational health and safety plan. The plan should cover each specific location where IATSE members are asked to work. There should be an explanation of the purpose of the plan and specify the responsibilities of everyone in the workplace with a clear, written policy that is communicated to all workers, contractors, subcontractors, temporary workers, and suppliers and vendors. The plan should establish realistic, attainable, and measurable goals—and the plans to achieve the goals—by assigning tasks and responsibilities to particular individuals, setting time frames, and determining resource needs.

Risk Assessment

Prior to a show being scheduled in your jurisdiction, the Venue, General Contractor, and/or Show Manager will have considered the risks associated with a convention, exhibition, or other live event including, taking into consideration, at minimum, the following:

- The local government reopening plan.
- The capacity and resources of the local health system.
- Venue size and type.
 - Safety and disinfecting protocols initiated by the venue
 - Ability of the venue to handle show size while properly implementing the Covid Prevention and Control Plan
 - HVAC system compliance with ASHRAE recommendations for ventilation
- Event duration.
- The locations from which the attendees, exhibitors, or specialized crews are traveling.
- The types of interactions planned amongst the attendees and exhibitors.
- Health and age of the attendees and exhibitors.



The CDC advises that those over age 65 and those with co-morbidities consult with their healthcare providers regarding the risks of COVID-19.

Returning to Work

Once public health authorities have approved an industry opening, it will not be business as usual. The layout of the workplace will likely change dramatically. The goal will be to move people through an event without creating large clusters of attendees. Examples may include larger distances between booths, one-way aisles, or reduced use of carpeting or other floor covering to allow for better cleaning, to name a few.

Likewise, during installation and dismantling, procedures and policies will be in place to ensure the safety of the workforce. There will be a daily screening process carried out either prior to or upon arrival at the venue. Work methods will change, including but not limited to: staggered call times to minimize the number of people at check in; assigned work pairs or teams, to facilitate contact tracing if anyone becomes infected and to reduce exposure to others; no borrowing of tools; staggered breaks and meals; assigned restrooms. Even equipment like forklifts may be assigned to a single operator for the duration of the work call. Further examples follow in other sections of this document. Venues will provide adequate outdoor air circulation or appropriately filtered indoor air circulation during work schedules. Generally speaking, these practices will be implemented until further notice:

Protecting and Supporting Crew Health and Safety

Infection control

Diagnostic Testing

Regular, periodic testing of the crew may be used to mitigate the risk of the spread of COVID-19. Employers will use established and accepted testing protocols approved by the Contractors and the Union. (Where the venue is the employer, the venue's cleaning protocols apply to the site. The protocols protecting worker safety are as defined in this document.) As improved tests are developed, the testing protocols will change. All crew members must be informed that they will be subject to testing as a condition of employment and of continued employment.



Daily Screening/Monitoring

Prior to each shift, all workers should be asked to self-certify that they do not have any of COVID-19 symptoms; have not been diagnosed with COVID-19 in the last 14 days and have not been in recent close contact (currently defined by CDC as within 6 feet for 15 minutes) with a person diagnosed with COVID-19. Any worker who has symptoms of COVID-19, is infected with COVID-19, or has had close contact with infected individuals should not go to work and should follow protocols for reporting to the CCO or other person designated by the employer. Anyone arriving at work with symptoms of COVID-19 will be instructed to return home and contact their health care provider.

Fever screening at each point of entry workplace may be added as an added protective step. If added, it should be conducted using 'no-touch' digital or infrared thermometers, infrared cameras, or another digital/UV means. Individuals displaying a temperature over 100.4°F/38°C will undergo further medical assessment, will be isolated, and will be directed to appropriate medical care. Screeners will be provided with appropriate PPE and other protections to reduce risk of exposure to SARS-Cov-2.

Pre-Hire and Other Screening to Consider

A pre-hire screening process should be conducted when work calls are made and may be impacted by the proximity of the employee's residence to the work site. An employee who is a local hire may be subject to a two-phased screening:

- Pre-Hire Screening, likely by phone or other contactless method, including questions on prior contacts/exposure and their own possible COVID symptoms.
- Possible Medical Screening –access to Covid-19 testing where available or on-site tests at the designated Venue/Facility entrance may be required.

If the employee is traveling by air (or other common carrier), they may be subject to a three-phased screening:

- Pre-Departure Screening, including questions on prior contacts/exposure and their own possible COVID symptoms.
- Arrival Screening at distant location - lodging/secured living compound
- Possible Medical Screening at designated Venue/Facility entrance may be required.

Prior to being approved for work (including travel for work), we expect that employers and union dispatch will establish a process for prescreening by phone, email, or other electronic/contactless means, to determine the individual's current COVID-19 status and their adherence to currently in-place physical distancing measures to determine whether an individual has experienced any Covid-19 symptoms or has had recent contact with an individual diagnosed with Covid-19. Employers will likely make an interim hiring and/or travel approval decision based on the information provided in the pre-screen.

Local Unions should consider adding a temporary stipulation to referral hall rules that would apply for the duration of the pandemic. An example of such language would state: "...the ability to accept work is contingent on an individual's having negative Covid -19 status: the individual is free from Covid-19 infection; the individual has been exposed to Covid-19 but has undergone quarantine for a minimum of 14 days; the individual has tested positive, but has been negative on at least two follow up tests". If the individual has tested positive for COVID-19 or been quarantined due to exposure previously they can qualify for hiring if they meet the current CDC recommended criteria for return to work after infection or exposure.

No employee should be required to sign any "Waiver of Liability" as a condition of employment.



Symptomatic Individuals

If an individual displays symptoms of acute respiratory illness upon arrival at the venue, or becomes sick during the day, the in-house medical personnel or designated CCO should be notified and the individual should be taken to an isolation room located within the venue for further examination or sent to a local medical facility or sent home and directed to seek medical evaluation.

Paid Leave Policies

Paid leave policies shall be flexible and non-punitive to allow sick and quarantined employees to stay away from co-workers and the general public. These paid leave policies will be implemented to encourage compliance with infection prevention guidelines.

Worker Notification

Any members of the crew who have been in close contact with an infected co-worker should be notified and removed from the workplace. Employers should engage the local public health agency to assist in identification, notification and quarantine of exposed co-workers. Notification should be carried out in such a way as to protect the confidentiality of the worker with COVID-19, and in accordance with the confidentiality requirements of the ADA. Information about protocols and consequences of being exposed should be included in the written Covid-19 prevention plan and in the training of crew.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) reduces the transmission of Covid-19. We urge following these protocols regarding the use of PPE.

1. Adhere to all Local, State, Federal, and CDC guidelines.
2. Employers should supply their staff and workers with all recommended PPE. If challenges with the supply chain do not allow the employer to provide equipment, provide information about what forms of PPE are acceptable to use. Order necessary PPE as soon as possible as some items are in short supply.
3. Some public-facing individuals, particularly those who may come in contact with members of the public who are not wearing face masks, will be at greater risk for becoming infected. They may require N95 or other protective respirators to be adequately protected. Those whose work requires these respirators should be fit-tested and properly trained consistent with relevant NIOSH guidance and OSHA regulations.
4. Whenever people are within 6 feet of each other, masks or N95 respirators should be worn to reduce the spread of Covid-19. It is important to note that not all persons who are infected and may communicate Covid-19 show outward symptoms of the illness.
 - a. All face-coverings should fit well with minimal gaps on the sides, top, or bottom. If an individual needs to use a N95 respirator because of their anticipated work exposures, the respirator should be fit-tested by a trained professional and the individual must have instruction in the proper use and maintenance of the respirator. A properly selected and donned N95 respirators will fit so there are no gaps.

- b. Instructions and visible signage should cover the requirements of proper mask or N95 Respirator usage.
- c. Hands should be washed or sanitized before putting on as well as after removing a mask.

Masks, at a minimum, will be required at all times when on a work call, except when working alone. These will be provided by employers to all crew at no cost. In most instances, the crew will be required to wear cloth masks, unless working in a paint booth using hazardous material or working with an individual who must work unmasked. Then, respirators must meet applicable regulatory guidelines and regulations (CDC, Public Health, NIOSH, OSHA) as appropriate.

Cloth masks and face shields reduce the transfer of saliva and respiratory droplets to people close to the wearer. Appropriate training in donning, doffing, cleaning and safe PPE use is required. All crew will be issued personal masks that are assigned only to the individual and are not shared with others; there shall not be a common central pool of shared face shields or masks.

Please follow donning and doffing instructions below carefully:



Identify the outside and face side of mask – mark accordingly.

- Face side of the mask should be placed against the face/mouth each time to avoid wearing the “contaminated side” against the nose and mouth.
- Masks should be removed using the ear cuffs/straps
- Avoid touching the part which protects the face.
- Reusable face masks should be worn no more than twice, then washed or replaced with a fresh mask.
- Most cotton mask are hand or machine washable
- Air dry, if possible, to extend the life of the mask.

The use of vinyl or rubber gloves by the crew is NOT recommended and are not a substitute for frequent handwashing. Gloves may lead to a false sense of security and may actually increase risk, particularly due to self-contamination while donning and doffing. Instead, effective and frequent hand hygiene with soap and water or alcohol-based hand rub is imperative, along with avoidance of touching the eyes, nose or mouth.

However, gloves may be worn as infection prevention PPE when touching potentially contaminated, commonly shared equipment is unavoidable and equipment cannot feasibly be disinfected (e.g., lighting/electrical cables, rigging cables, etc.) Adequate training in glove use, including safe doffing, will be required. Non-medical (work) gloves can be worn when appropriate. The guidance that applies to protocols that require gloves (i.e., food handling, cleaning functions with chemicals, First Aid operations) should be strictly followed.

PPE may be disposed of as regular (non-biohazard) waste. Ample trash receptacles shall be provided. Please follow doffing instructions carefully when removing.

Other Personal Protective Equipment (PPE) such as face shields, may be optional or required based on a risk assessment. This should be coordinated and discussed with the exhibition organizer and all essential vendors prior to and at show site.

Ventilation

Transmission of SARS-CoV-2 virus is known to occur primarily by aerosol transmission through the air and, in some settings, through touching of contaminated surfaces. Poor ventilation indoors has been cited as a possible cause for spread of the virus.

Ensure an adequate ventilation system is maintained and operated properly at all times. Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and by other methods.

During installation and dismantling, enhanced air circulation must be provided in the venues in all locations with particular attention to spaces where crowding may occur. Air recirculation should be eliminated or managed with appropriate filtration (preferably HEPA filtration) consistent with ASHRAE recommendations.

According to the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), unconditioned air may lower resistance to infection. The HVAC Engineer in a given venue must ensure compliance by the use of appropriate system filters that provide maximum levels of fresh air. ASHRAE further advises that the disabling of heating, ventilating, and air-conditioning systems is not a recommended measure to reduce the transmission of the virus. This practice will put crews at greater risk upon returning to work. The Employer must work with the venue and/or General Service Contractor to ensure that maximum fresh air ventilation is provided during work hours.

Surface Transmission

The science of surface spread continues to develop. The latest information from the Centers for Disease Control and Prevention as of late May 23, 2020: “Based on data from lab studies on COVID-19 and what we know about similar respiratory diseases, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.”

Hand Hygiene

Frequent hand washing is a cornerstone of infection prevention and will need to be practiced widely in work environments. Given the potential concern about transmission of COVID-19 via contact, enhanced hand hygiene measures are critical. Hand washing with soap and water is considered more effective than hand sanitizer in preventing the spread of COVID-19.

Handwashing facilities with running water, soap and paper towels (dispensed using a non-touch system, if possible), adequate for the number of crew members, shall be available and accessible from the first day of work. Where necessary to meet this need, portable handwashing stations shall be provided throughout the facility. In addition, stations with alcohol-based touchless hand rub (“hand sanitizer”) with at least 60% alcohol shall be strategically placed around work areas and readily accessible.

- Sufficient supplies of hand sanitizer shall be stocked and maintained.
- Crew shall be provided with pocket-sized hand sanitizer that can be used if hand washing or sanitizing stations are not available, such as in vehicles or remote locations.
- Crew should be trained on hand hygiene practices (washing for a minimum of 20 seconds of duration, scrubbing all surfaces).
- Supervisors/Forepersons should encourage and promote opportunities for crew to practice hand hygiene and perform disinfectant wipe-downs of high-touch areas.



Wash hands a minimum of twenty seconds at least every 60 minutes, if possible, and dry thoroughly. As mentioned above, an alternative to frequent hand washing is a sanitizer containing at least 60 percent alcohol (according to CDC hand washing/hygiene recommendations). Do not use sanitizer containing methanol.¹

Hands should be washed or sanitized:

- After sneezing, coughing, nose blowing;
 - Follow proper coughing and sneezing protocols as advised by CDC and WHO; use tissues, or an elbow or shoulder if no tissue is available
- After using the restroom;
- Before and after eating or drinking;
- After handling shared equipment or objects;
- After cleaning or disinfecting equipment, tools or workspaces;
- At other appropriate times throughout the workday.



Lyrics from “Sweet Caroline”

¹ <https://www.fda.gov/drugs/drug-safety-and-availability/fda-updates-hand-sanitizers-methanol#products>

Physical Distancing

To further prevent the spread of COVID-19, we are urging individuals maintain physical distances of 6 feet from others when possible. This is equal to a 36-square-foot square or 28.3-square-foot circle per person. The formula used to calculate square foot per person is Total Square footage of the work area divided by 36 square feet = Venue Occupancy with physical distancing. The show floor should be marked off as follows:



1. Place floor markers, indicating 6' intervals, in any areas where a line may form, including critical locations around the trade show floor (i.e., check-in areas, service centers, labor desks).
2. Encourage one-way traffic flow with marked entrances and exits. Install transparent dividers in areas where the public need to be in close contact with staff members (i.e., registration counters, service desks).
3. Review existing processes to find ways to eliminate contact points between staff and customers, self-service stations, proactive communication, advance ordering, etc. Use technology solutions to reduce person-to-person interactions.
4. Enact a no-contact policy whereby people are discouraged from shaking hands, exchanging monies, business cards, order forms, etc.
5. Where a task cannot be accomplished working alone, exposure can be limited by forming "work teams" in which people routinely work together but keep their distance from everyone else.
6. Signage should be posted, informing all third parties and suppliers that you have implemented a physical distancing policy.
7. There are times when maintaining this distancing will be difficult. When this occurs, be certain that masks are being worn and that there is no physical contact to minimize likelihood of exposure.

Other Physical Distancing Management Considerations:

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| <ul style="list-style-type: none">• Use signage and any other visuals which encourage and promote physical distancing.• Designate separate entrances and exits for the venue and exhibit halls.• Provide directional signage as physical distancing reminders to maintain 6 feet (2 meters), and where applicable, indicate one-way attendee and exhibitor traffic flow.• Encourage proper distancing between attendees by requiring attendees to sit in every other seat and/or alternate rows of seating.• | <ul style="list-style-type: none">• Anticipate areas of high-volume traffic where people are unable to keep moving, thus making physical distancing more difficult. Institute plans for alleviating congestion (e.g., registration, restrooms, escalator banks, etc.).• Develop protocols for confined spaces like elevators by limiting ride capacity. These protocols will need to be coordinated with the venue.• Consider physical barriers such as plexiglass barriers or masks as options for settings where physical distance may be impossible to maintain. |
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Warehousing/Freight

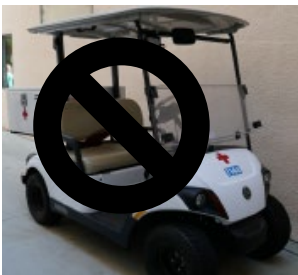
The protocols identified throughout this document will also apply in the warehouse. PPE must be provided, and individuals must be vigilant about wearing it. Hand hygiene will be critical as the arrival and unloading freight could create exposure. Tool sharing is strongly discouraged. Should you need to borrow a tool, clean it with sanitizer before use and upon return to its owner.

When possible, the use of forklifts and other material handling equipment should be assigned to individuals at the beginning of a shift and should only be used by that person during the course of the shift. ***There should be no ride sharing on lifts or other equipment.*** All equipment should be wiped down by the operator before use while completing the pre-shift inspection and at any time the operator deems it necessary. Areas to be wiped down include but are not limited to:

- steering wheel
- ignition/key
- levers
- horn
- head lights
- scale touch pad and printer/box
- handles
- blade locks on the carriage
- propane knob and propane rack
- seat adjuster
- engine cover lock
- seat and armrest
- gas cap .

When freight arrives at the warehouse, all check in should be electronic. Drivers should be directed to the marshaling yard to control entrance and egress. If the driver delivering the freight is not donning a mask, masks should be made available at the marshaling yard. To eliminate the amount of paper being passed from one person to another, use scanning, photographing, or other electronic forms of exchange. Unloading should involve as few people as possible, practicing physical distancing to the best of their ability. All truck loaders must wear masks. All freight should be disinfected upon arrival.

No sharing of carts, forklifts, flat beds.



Warehouse aisles are narrow. Individuals will have to be creative to allow for physical distancing. Masks must be required.



Audiovisual Providers

Those working in the audio-visual sector will abide by the protocols throughout this document as well as some particular to the technology. The AV contractor will provide the necessary cleaning/disinfectant supplies.

- All crew will wear masks. Masks will be provided.
- Technicians will ensure that their workspaces are a minimum of six feet apart both side-to-side and front and back from any other technicians.
- Any crew loading or unloading trucks will maintain a six-foot distance as they push individual cases.
- Project Managers or lead technicians with responsibilities specifically delegated by the CCO, will make decisions around safely handling equipment or cases that require more than one person to move or lift it into position.
- Employees and technicians will not sit next to each other on battery-powered carts or in vehicles like trucks and vans. Any individual carts or scooters will have disinfecting wipes at all times and will be wiped down before and after each use.
- A Sanitation Technician will be designated by the CCO and will be responsible for following sanitation and disinfection guidelines.
- The Technician will perform and assist in performing required cleaning procedures.
- Any shared equipment like microphones, tablets or intercom will be disinfected before and after each event and before and after being delivered from person to person.
- All physical elements on stage including but not limited to podiums, lecterns, chairs, tables and stands will be disinfected between events and between individuals.
- Technician work areas and tables should not be covered in tablecloths or other soft goods and should be cleaned before and after each event or between crew changes.
- Touch screens, monitors or other equipment that must be touched or handled during the course of a workday must be disinfected before and after each event.
- All equipment will be sanitized and disinfected following outlined procedures upon its return to the warehouse or to a cross rental vendor.

Following is a list of the most frequently used equipment that will require disinfection at the beginning and end of each call.

Faders/Dimmers
Flipchart/Easel/Markers Music devices
Hard-line/House Phones
Headphones
Laptops/iPads

Laser Pointers/Slide advancers
Lectern/Podium surface
Mics – handheld, lavalier, podium
Music Devices
Power Strip

Radios
Remotes
Wireless Mice



- The above items must be cleaned with disinfectant wipes or other approved cleaner approved for Covid-19 disinfection by the EPA at the beginning and end of each call. The Production manager/AV supervisor will confirm by signing a cleaning verification card provided by the AV Company.
- The technician will greet the client, test equipment and verify cleaning. Disinfectant wipes/hand sanitizer will be available for clients.
- All technicians will abide by these guidelines, local government regulations, and Venue plans.

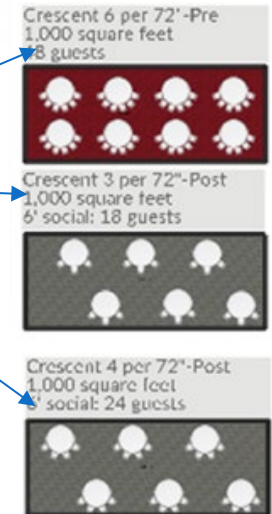
On Site Food Service

Food and Beverages

Although research indicates that COVID-19 is unlikely to be spread through food or beverages, nonetheless, catering as we know it will be suspended under these protocols. Buffets, salad bars, trays of food, or other meal services that require sharing of utensils, community plates and bowls, or other open food service will not be available on site as long as these protective guidelines are in place. All local public health regulations regarding preparing and distributing food must be followed, including regulations regarding the use of appropriate food service PPE (hair nets, gloves, and face coverings), safe food temperatures, etc., and all personnel responsible for the preparing and/or distribution of food must be properly certified to do so. All food service workers on site will be screened upon arrival as the crew members are.

When envisioning food service at the worksite, we urge safe practices including but not limited to:

- Provide safely prepared food in individual sealed containers, like box lunches.
 - Eating utensils should be individually wrapped and disposable.
- All spaces designated for meal breaks must be large enough to provide for physical distancing
- Handwashing facilities and/or hand sanitizer must be readily accessible at the entrance of any designated eating area and shall be used when entering and leaving the area.
- Meal breaks should be staggered – if assigning workers in teams, teams should be assigned to the same meal break.
- All eating surfaces shall be cleaned and disinfected before and after use.
- Eliminate communal “buffet style” food service, including salad bars, trays of food, or any food service that requires sharing of utensils such as serving spoons or tongs.
- The crew should not leave the job site to obtain food during the course of the workday.
- Meeting rooms and other workspaces should have infection control protocols for use, especially when used for providing impromptu meals, snacks and coffee.
- Break rooms, microwaves, dishes and food deliveries will require regular cleaning after each use and physical distancing during use.
- If food is to be delivered to the job site, one or more individual(s) should be designated to receive the delivery.
 - Consider options for crew to place orders ahead of time (texts, online).
 - Appropriate PPE should be worn when interacting with the delivery person and hand hygiene should be performed after handling the delivery.
- Crew who bring their own food are encouraged to bring food that does not require refrigeration or heating/microwaving.
- Consider addition of barriers (Sneeze bars, Plexiglas) between food distributors and crew members.
- Do not use or share items like menus or condiments; salt and pepper, mustard, ketchup, etc., should be disposable and single serve.
- Drinks should be individually packaged.
 - If using dispensers like water stations, soda fountain, coffee machines etc., cups should not come into contact with dispensers. Wipe use is essential for places touched when any individual operates a dispenser or machine.



Training and Education

The Employer will collaborate with the Union to provide return to work training for all employees. Training should be offered virtually before a work call. Then a review should be provided onsite following safety protocols (wear masks, physical distancing) at the work call. This will include but not be limited to:

- Identify a Covid-19 Compliance Officer with contact information to whom all concerns should be directed. The following are examples of what to report:
 - Report if you or another crew member is experiencing symptoms of Covid-19
 - Report if you have come into close contact with someone who has tested positive for COVID-19 either on or off site
 - Upon investigation, follow the employer's contact tracing guidelines.
 - Everyone has an obligation to ensure that such information is treated with dispatch and confidentiality.
- Inform the crew of the venue plan should a situation arise that requires isolation or immediate medical attention to ensure swift implementation.
 - Review the most current Covid-19 resources, tools, and processes with the crew
 - Review proper health and sanitation processes in the workplace
- Education and training on the specific environmental controls (ventilation, cleaning and disinfecting) and individual protection actions (social distancing, hand washing, and proper use of PPE) being implemented. Some specific concerns include:
 - Workers using PPE must be trained in the, donning, doffing, use and maintenance of the protective equipment that their work requires.
 - Workers requiring an N 95 or other protective respirator should be fit tested to assure that the respirator provides the proper level of protection. and trained in the specific use and care of that respirator.
 - Review information on protecting oneself at home, the potential psychological impact of the crisis, and where to find assistance.
 - Review individual rights as well as responsibilities of workers and about benefits available to anyone who becomes sick with COVID-19.
- Provide ample signage throughout the venue reminding workers of PPE, hand sanitizing, and physical distancing.
- When assigning teams, signage should be provided to indicate what areas they should use for breaks, restrooms, reporting.
- Use floor decals to alert for traffic flow.
- Identify both clean and contaminated equipment with appropriate signage. Designate separate areas for each.



Anyone arriving at work with symptoms of COVID-19 will be instructed to return home and contact their healthcare provider. The entire crew must be notified if they have been exposed to an individual who has exhibited symptoms of COVID-19 or who has tested positive for COVID-19.

General Considerations

- ⚠️ No employee should be required to sign a waiver of their rights to protection against the Coronavirus as a condition of employment.
- Individuals over age 65 and those with co-morbidities should consult their healthcare provider before returning to work. Local Unions' referral systems must not adversely affect those who express concern for their safety when refusing to return to work.
- Individuals raising concerns about deviation from Covid-19 protocols or from the Covid-19 prevention plan must be protected from retaliation or discrimination.
- All individually identifiable medical information must be treated as confidential.
- When possible, work with the Employer to limit the length of workdays and reduce the number of consecutive workdays. This could mitigate exposure to the virus.
- Stagger call times to limit the number of individuals arriving to and departing from work simultaneously.
- All available measures should be used to increase circulation of outdoor air as much as possible (e.g., by opening windows and doors, using fans and other methods).
- Avoid physical contact, including shaking hands, "high fives," fist or elbow bumps, or hugging.
- Limit the number of visitors to the worksite. If access is provided, everyone will be subject to the same screening, PPE and distancing requirements as the crew.
- Union representatives exercising their rights to visit workplaces will be subject to the safety guidelines required of a visitor.



Everyone should avoid touching their eyes, nose or mouth!

Resources

This document is provided as a guideline for those engaged in Tradeshow, Convention, Meeting and Exhibition events. Several of our Employers, Employer Associations, and other related organizations have collaborated in industry wide policies and procedures in an effort to standardize our practices. Because of our collaboration with them and their willingness to share their resources, we have accumulated a glut of research which we distilled for your use. We'd like to thank the following organizations for their guidelines and collaboration:

California Convention Center Coalition

[Centers for Disease Control and Transmission \(CDC\)](#)

[Event Safety Alliance](#)

[Exhibitor Appointed Contractor Association \(EACA\)](#)

[Exhibitor Services and Contractors Assn \(ESCA\)](#)

[FREEMAN](#)

[Global Biorisk Advisory Council \(GBAC\)](#)

[Go Live Together!](#)

[International Association of Exhibitions and Events \(IAEE\)](#)

[International Brotherhood of Electrical Workers \(IBEW\)](#)

[International Brotherhood of Teamsters \(IBT\)](#)

[International Union of Painters and Allied Trades \(IUPAT\)](#)

[Occupational Safety and Health Administration \(OSHA\)](#)

[Orange County Convention Center](#)

[PSAV MEETSafePlaybook](#)

[United Brotherhood of Carpenters and Joiners](#)

Appendix

Minimum Criteria for Return-To-Work

Minimum Criteria for Return-to- Work (7/1/2020)		CDC references
Worker with COVID-19¹		
Positive - symptomatic	<p>Symptom based strategy</p> <p>At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared.</p> <p>Test based strategy</p> <p>Resolution of fever without the use of fever-reducing medications and Improvement in respiratory symptoms (e.g., cough, shortness of breath), and negative results of COVID-19 test for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)</p>	<p>For persons not hospitalized</p> <p>CDC 5.29.20. <i>Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings</i> https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html</p> <p>For persons hospitalized</p> <p>CDC 4.30.20. <i>Discontinuation of Transmission-based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings</i> https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html</p>
Positive - asymptomatic	<p>Time-based strategy</p> <p>At least 10 days have passed since date of first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.</p> <p><u>If they develop symptoms</u>, then the symptom-based or test-based strategy should be used.</p> <p>Test-based strategy</p> <p>Negative results of a COVID-19 test for SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).</p>	

¹ The individual has either had a positive diagnostic test for SARS-CoV-2 (laboratory confirmed case) or been diagnosed by a health care provider with COVID-19 based on clinical criteria (probable case.) <https://www.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/>.

Worker exposed to person with COVID-19² (not critical infrastructure worker³)		
	<p>Time-based strategy</p> <p>14 days have passed since last exposure and no symptoms have developed.</p> <p>The individual should be quarantined (stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times for 14 days after last exposure. Follow CDC guidance if symptoms.</p> <p>Test-based strategy⁴</p>	<p>CDC, 6.4.20. <i>Public Health guidance for Community Related Exposure</i></p> <p>https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html</p> <p>CDC, 6.17.20. <i>Contact Tracing for Covid-19</i></p> <p>https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html</p>
Worker with symptoms of COVID-19 at screening or as reported by worker		
	<p>Should refer to a health care provider for assessment and testing.</p> <p>If found to <u>test positive for COVID-19</u>, apply CDC return-to-work criteria for persons with COVID-19 (above).</p> <p>If the provider <u>rules out COVID-19</u>, return-to-work determination should be based on whether the diagnosis warrants remaining away from work .e.g. influenza. If the worker tests negative but the provider cannot rule out COVID-19, the worker should be considered a probable case and follow CDC return-to-work criteria for persons COVID-19 positive above.</p>	<p>CDC, 5.8.20 What to do if you are sick?</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html</p> <p>[Additional Input from subject matter experts.]</p>

² Exposures may include exposures to: 1) a co-worker diagnosed with COVID-19; or 2) a household member or other person outside of work diagnosed with COVID-19. According to CDC guidance, for purpose of contract tracing, close contact or “exposure” is defined as being within 6 feet for and at least 15 minutes to someone who is COVID-19 positive in the period starting the 2 days prior to symptom onset or, if infected individual is asymptomatic, 2 days prior to specimen collection for COVID-19 positive test. <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/keyinfo.html>.

³ Given issues with the shortage of essential workers during the pandemic, CDC has recently issued somewhat different guidance for exposed workers employed in the critical infrastructure <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>. According to this interim guidance, exposed workers in critical infrastructure jobs who are asymptomatic may continue to work if they are screened daily, wear masks and monitor for symptoms of COVID-19.

⁴ A test-based strategy is not recommended except in rare because, in the majority of cases, it results in excluding from work persons who continue to shed detectable SARS-CoV-2 RNA but are no longer infectious. Given limitations of current tests and false negatives particularly early in the incubation period, exposed workers who test negative at baseline and are asymptomatic still need to stay out of work for 14 days. Until such time as new guidance becomes available, the more protective guidance for community-based exposure should be followed.

